

Virtual Payments Manager™ User Guide

Manage your virtual payments using Comdata's
iConnectData website



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Overview

Virtual Payments Manager (VPM) is an iConnectData (ICD) application designed to help you pay invoices with a virtual credit card without the need to integrate with an Enterprise Resource Planning system or accounting software system. Your vendor and payment details are stored within the application, so you can schedule future payments and review all paid invoices.

Key features include:

- Adding vendors to your VPM account by searching Comdata's network of MasterCard-accepting vendors
- Paying multiple invoices from the same vendor in one transaction
- Scheduling single or automatic recurring payments
- Receiving email payment confirmation and generating remittance advices for your vendors
- Setting up two-party approvals and notifications based on customized payment amounts

VPM is your tool for managing your own vendor enrollment program from anywhere in the world with an internet connection, reducing manual check costs and increasing rebates.

VPM can be accessed only from your ICD account (**ICD home page > Manage > Virtual Payments Manager**). If the option is unavailable, contact your Comdata Customer Relations Representative for immediate access or send an email to vpm@comdata.com.

Note

All virtual cards created in VPM cannot be used for more than one transaction. Each transaction will have a separate virtual card number and the card must be processed for the exact amount of the transaction.

Navigating VPM

The Home page offers a detailed overview of VPM and all of the provided features, which can be accessed using the options on the left-hand menu. Take a moment to read over the details to become familiar with the application.

Each option on the left-hand menu prompts you to select an account code and customer ID before you can start using the related feature. Ensure that you select an account code and customer ID for issuing virtual cards. If you have access to only one account code and customer ID, the system defaults to these options, which provides immediate access to the related feature.

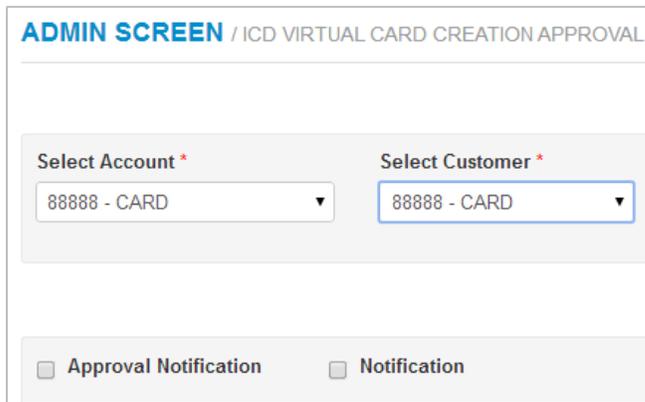
Note: If you come across a section you don't quite understand, look for a small question mark icon (?) in the far right corner. Hover your cursor over the icon for a brief description.

Setting up Approval and Notification Users

If you have Administrator access, an **Admin** option displays in the left-hand menu. This option allows you to designate users as responsible for receiving email notifications and providing approval on payments if the net amount exceeds a specified limit. This feature provides more control over your expenses to avoid making unauthorized payments. To gain Administrator access, contact your Comdata Customer Relations Representative.

For more information on approving payments, see [Reviewing Future Payments](#).

1. Selecting an account code and customer ID displays two checkboxes below: **Approval Notification** and **Notification**.



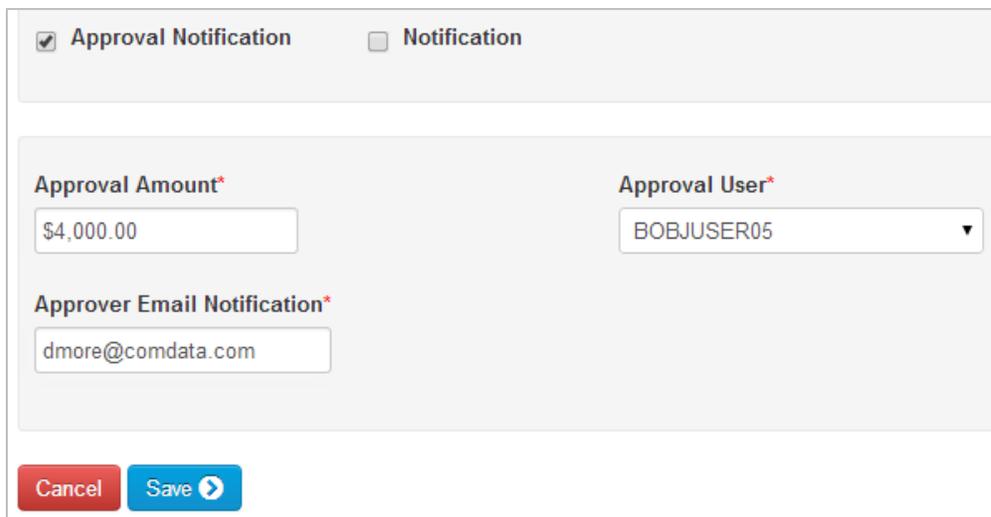
ADMIN SCREEN / ICD VIRTUAL CARD CREATION APPROVAL

Select Account * Select Customer *

88888 - CARD 88888 - CARD

Approval Notification Notification

2. Select **Approval Notification** to designate a user as responsible for approving payments over a specified amount. Note that a payment cannot process on the day it is scheduled until the Approval User gives approval. Enter the amount, select the Approval User and enter their email address. Select **Save** when finished. An email will be sent to this user any time a payment exceeds the amount entered in the **Approval Amount** field.



Approval Notification Notification

Approval Amount* Approval User*

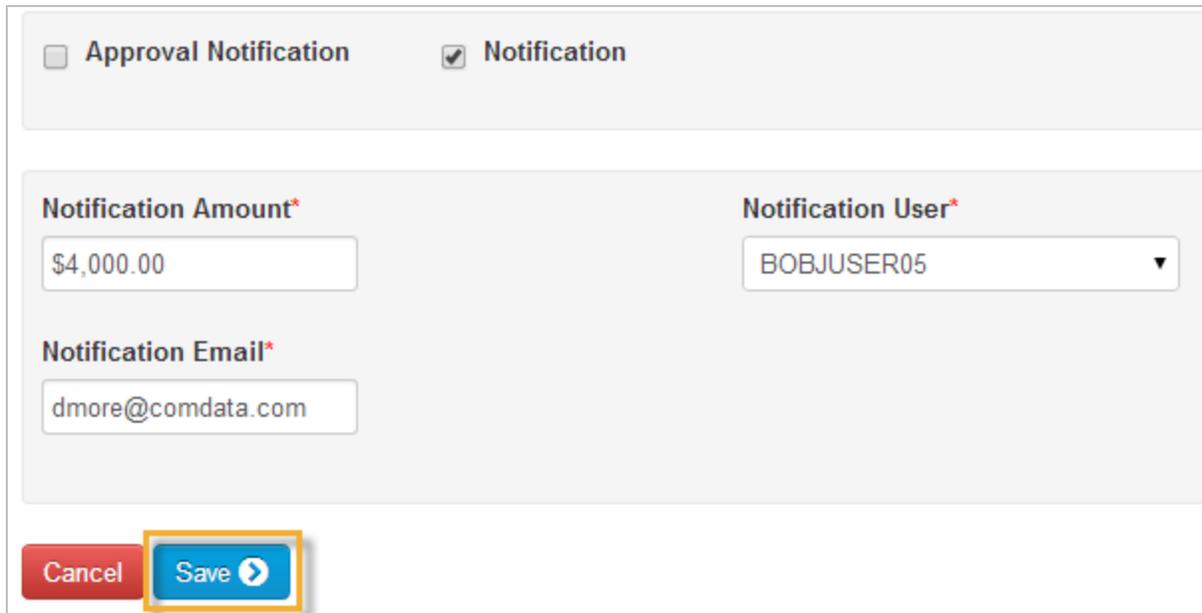
\$4,000.00 BOBJUSER05

Approver Email Notification*

dmore@comdata.com

Cancel Save

3. Select **Notification** to designate a user as responsible for only receiving email notifications on payments over a specified amount. Note that if a payment exceeds the specified amount, it will still process on the day it's scheduled. Enter the amount, select the Notification User and enter their email address. Select **Save** when finished. An email will be sent to this user any time a payment exceeds the amount entered in the **Notification Amount** field.



The screenshot shows a form with the following elements:

- Two checkboxes: Approval Notification and Notification.
- A text input field for **Notification Amount*** containing "\$4,000.00".
- A dropdown menu for **Notification User*** with "BOBJUSER05" selected.
- A text input field for **Notification Email*** containing "dmore@comdata.com".
- Two buttons at the bottom: a red "Cancel" button and a blue "Save" button with a right-pointing arrow.

Note: If a user does not approve or reject a payment, reminder emails will be sent 1, 3, and 5 days after the scheduled date. If 30 days pass without any action taken, the payment will automatically be cancelled. Please educate your users to take necessary action on over-the-limit transactions as soon as they occur.

Adding and Enrolling Vendors

The **Add/Enroll Vendor** feature allows you to search Comdata’s database of MasterCard-accepting vendors and add them to your account. If you cannot locate a vendor, you can also enroll them to the Comdata database.

Adding an Existing Vendor

1. Selecting an account code and customer ID displays a keyword search field. Begin entering the vendor’s name and select the vendor from the drop-down of matching results.

ADD/ENROLL VENDOR

Select Account *

88888 - CARD ▼

Select Customer *

88888 - CARD ▼

Add New

COMDATA DIRECT1 | 5300 MARYLAND WAY | BRENTWOOD, TN 35695

COMDIRECTNAME1 | 202 GLENDALE DR | SAINT LOUIS, ME 22525

COMDIRECTNAME2 | 202 GLENDALE DR | SAINT LOUIS, ME 22525

COMDIRECTNAME3 | 202 GLENDALE DR | SAINT LOUIS, ME 22525

Note: If the selected vendor has multiple vendor records (i.e., multiple vendor records attached to a Master Vendor record), you will be prompted to select the appropriate record from a list.

CUSTOMER VENDOR LIST ×

Customer has multiple Vendor records, for the searched Vendor. Please click on the Vendor Name to select the Vendor.

Vendor Name	Vendor Code	Location Code	Address	City/State/Zip	Phone
NYK LINE NA INC	101744	101744	TEST ADDRESS 100 ST	CHARLOTTE/NC /28031	9999999999
TEST COMPANY A	10174	10174	TEST ADDRESS 100 ST	CHARLOTTE/NC /28031	9999999999

- The vendor's information populates below the search field. If the **Vendor Number** field is blank, the vendor has not been added to your account. Enter a vendor number, vendor email, and phone number to add the vendor and select **Save**. Select **Save and Proceed to Pay** to add the vendor and immediately begin processing a payment. Select **Delete Vendor** to remove the vendor record from VPM.

Vendor Name*	Vendor Number*	Location Code
TEST ACCT 1		
<hr/>		
Tax Id	Vendor Email*	
<hr/>		
Address*	Address 2	
1234 MAIN ST		
City*	State*	Zip*
LITTLE ROCK	ARKANSAS ▾	72202
<hr/>		
Phone*		
() - -		
<hr/>		
Cancel	Save	Save and Proceed to Pay
Delete Vendor		

Enrolling a New Vendor

If you cannot locate the vendor in Comdata’s database, follow these steps to enroll the vendor and add them to your account.

1. Selecting your account code and customer ID displays a keyword search field below. Select **Add New**.

ADD/ENROLL VENDOR

Select Account *

Select Customer *

*** Search Vendor ***

2. The bottom of the page populates with all the required information for the vendor. Complete each field, and select **Save**. Select **Save and Proceed to Pay** to enroll the vendor and immediately begin processing a payment.

Vendor Name*	Vendor Number*	Location Code
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Tax Id	Vendor Email*	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Address*	Address 2	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
City*	State*	Zip*
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="*** Select State ***"/>	<input style="width: 95%;" type="text"/>
Phone *		
<input style="width: 95%;" type="text" value="() - -"/>		
<input style="background-color: #dc3545; color: white; padding: 5px 10px; border: 1px solid #dc3545;" type="button" value="Cancel"/> <input style="background-color: #28a745; color: white; padding: 5px 10px; border: 1px solid #28a745;" type="button" value="Save"/> <input style="background-color: #28a745; color: white; padding: 5px 10px; border: 1px solid #28a745;" type="button" value="Save and Proceed to Pay"/>		

If the vendor’s information you enter closely matches an existing vendor in the Comdata database, a message displays stating a match has been found. If the displayed vendor is the one you want to enroll, select **Yes** to enroll and add them to your account. Select **No** to return and edit the vendor’s information.

MATCH FOUND ×

We found a close match to the Vendor you are trying to enroll in our Database. Is this the correct Vendor?

Vendor Name	Tax Id	Vendor Email	Address	City/State/Zip	Phone
DEMOSTEVEN	12345	STEVEN@DEMO.COM	1234 MARYLAND WAY	ASHCITY / TN / 12345	2234888888

Yes
No

Note: The Vendor Number, Location Code, Vendor Email, and Phone fields are the only editable fields when adding an existing vendor, as these vary depending on the customer. The rest of the information is pulled from the Master Vendor record. If the remaining fields do not match your vendor, select **Add New** to enroll the vendor.

Delete a Vendor

If the vendor record exists in VPM, a **Delete Vendor** button displays at the bottom of the page, which completely removes the record from VPM and the Comdata database. Use this option if a vendor is set up incorrectly or if you have changed business with the vendor.

You cannot access the record again once it is deleted. You will need to manually add or enroll the record again if you delete it by mistake.

Cancel
Save
Save and Proceed to Pay
Delete Vendor

Making a Payment

Select **Make a Payment** from the left-hand menu to begin scheduling payments to vendors. You can schedule single one-time payments or recurring payments.

1. Selecting your account code and customer ID displays two options: **Search Vendor** and **Pay Existing Vendor**. Select **Pay Existing Vendor**. If you want to add a vendor, select **Search Vendor** (see [Adding and Enrolling Vendors](#)).

2. The first section displays a list of all vendors associated to your account. Select the radio button next to the vendor you want to pay and then select **Continue**.

Select	Vendor Name	Vendor Number	Location Code	Tax ID	Address
<input type="radio"/>	POPOP TEST	POPOP123			CHATTANOOGA, TN 37211
<input type="radio"/>	SPICE	SPICE		888888888	BRENTWOOD, TN 37027
<input type="radio"/>	QUEEN88888	MAT3333	LOC000	BAL9999	GERMANTOWN, MD 20880
<input checked="" type="radio"/>	JOSHUA GEORGE	8888888	JA33333	233333	LAKEWOOD, MA 23433
<input type="radio"/>	VCARD	48888			test, nc 54321
<input type="radio"/>	MIRIAM	MK88888	LI3333	GA222222	SHREVEPORT, LA 33993
<input type="radio"/>	FLUID POWER	333333	8888888		TAMPA, FL 33684
<input type="radio"/>	ALASKA COLD WEATHER	BA2222	MA44444	LDD22	SHREVEPORT, CO 52451
<input type="radio"/>	YOGURT	YOGURT		633333333	CONNORS, GA 19025
<input type="radio"/>	SPICE	JDC000	JDC999	JC9999	HOLLYWOOD, CA 67856

Tips!

- Select a vendor from the **Vendor Name** column to view additional details such as their email address(es), phone number, etc.
- Use the search field to quickly find a vendor. You can search by any value displayed in the list (vendor name, location code, tax ID, etc.). Begin entering a search value to display matching results.

3. In the next section, select the payment type you want to schedule; Single or Recurring. Enter the corresponding information and select **Continue** when finished.

Select Frequency & Duration

Payment Type:

Single Recurring

Continue ➔

Select **Single** if you want to schedule a one-time payment. Enter a payment number (any number you assign to this payment for record keeping) and select the date the payment will occur. The payment date can be a future date, but must be under 180 days.

Select Frequency & Duration

Payment Type

One Time Recurring

Payment Number **Payment Date***

Continue ➔

If you select **Recurring**, you can set up payments to occur at regular intervals. You will need to select the first date of payment, the frequency (weekly, bi-weekly, or monthly), and when the payments will end.

Payment Type*

One Time Recurring

Deliver First Payment on*

Select Frequency*

Until I change or cancel this Payment.

Until a total of Payments have been sent.

Until but not after

4. Next, enter the details for the invoice(s) being paid and select **Save**.

Note: Use the **Type** field to select whether this is a debit or credit invoice. You can select credit only if the card total is greater than \$0.00. Credit can be selected only on one-time payments.

ENTER INVOICE DETAILS

Invoice Number	Invoice Date	Due Date	Gross Amount	Discount Amount	Net Amount	Cancel
Please enter at least one Invoice.						

Invoice Number *	Invoice Date *	Due Date	?
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Invoice Comments

Purchase Order Number	Virtual Card Invoice No.	G/L Account
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gross Amount*	Discount Amount	Net Amount*	Type
<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	Debit ▼

- Clear
+ Save

Selecting **Save** populates your invoice details in the table above and refreshes the invoice fields. Enter as many invoices as necessary. Each saved invoice will populate here.

▲	Invoice Number	Invoice Date	Due Date	Gross Amount	Discount Amount	Net Amount	Cancel
+	223543456	08/14/2014		\$100.00	\$0.00	\$100.00	×

Select the plus (+) icon to display additional details on your invoice.

▲	Invoice Number	Invoice Date	Due Date	Gross Amount	Discount Amount	Net Amount	Cancel
+	223543456	08/14/2014		\$100.00	\$0.00	\$100.00	×
Purchase Order Number			Virtual Card Invoice Number		G/L Account		
Invoice Comments							
Test Comment							

- Review your payment information and ensure everything is accurate. If you notice any errors, return to one of the previous sections and make corrections. Select **Submit** when ready.

Review Payment Information

Account Information

Account : 88888 Customer : 88888

Vendor Information

Vendor Name	Vendor Number	Location Code	Tax Id
SPICE	SPICE		888888888

Vendor Email
gdore@comdata.com

Address	Address 2	City	State	Zip
5301 MARYLAND WAY		BRENTWOOD	TN	37027

Phone
(615) 888-8888

Frequency Information

Payment Type
Single

Payment Number	Payment Date
321432534	08/14/2014

Invoice Information

Invoice Number	Invoice Date	Due Date	Gross Amount	Discount Amount	Net Amount
223543456	08/14/2014		\$100.00	\$0.00	\$100.00

A message will display, confirming that the payment has been scheduled. On the scheduled date, an email remittance advice will be sent to the vendor containing the virtual card number. If you submitted a recurring payment, a new virtual card number will be generated each time a payment occurs. *Vendors will receive the emailed remittance advice from vendorenrollment@comdata.com.*

Note: A check box displays if your net amount exceeds the maximum amount allowed, stating that your transaction will go through an approval process. Select the check box if you would like to receive email notifications on the status of your payment. Notifications will be sent to the email address associated with your ICD account.

Net amount on the payment exceeds maximum allowed amount, this payment will go through approval process. Please check this box if you would like to receive the Payment status Emails.

Reviewing Payment History

If you need to review payments made on your account, select **Payment History** from the left-hand menu. This page lists all your transactions from the previous six months, starting with the most recent.

The **Requestor** column displays the user ID that initiated the payment and the **Payment Status** column displays the final status of the payment.

PAYMENT HISTORY / HISTORY OF PAYMENTS

Select Account * Select Customer *

Show entries Search:

Payment Date	Vendor	Net Amount	Card Number	Requester	Payment Status
07/28/2014	VCARD	\$12,923.00	██████████	QASUPER	Completed
07/29/2014	YOGURT	\$4,886.00	██████████	REC_PMT_BTCH	Completed
07/29/2014	GREG TEST	\$6,700.00	██████████	REC_PMT_BTCH	Completed
07/29/2014	YOGURT	\$50.00	██████████	QASUPER	Completed
07/29/2014	SPICE	\$4,794.00	██████████	REC_PMT_BTCH	Completed
07/31/2014	VCARD	\$200.00	██████████	QASUPER	Completed
07/31/2014	QUEEN8888	\$70.78	██████████	QASUPER	Completed
07/31/2014	VCARD	\$2,600.00		QASUPER	Cancelled
07/31/2014	SPICE	\$220.00	██████████	BOBJUSER05	Completed
07/31/2014	YOGURT	\$780.00		QASUPER	Cancelled

Showing 21 to 30 of 67 entries

Show Payments From Until

Previous 1 2 3 4 5 6 7 Next

Tips!

- Use the date range calendar to expand or narrow the history. Select **Show** to display your selected date range. Remember, you can only view history from the previous six months.
- Select a vendor name from the **Vendor** column to view additional details on the transaction such as the invoice number, invoice date, net amount, etc.
- Use the **Search** field to quickly locate a payment. You can search by any of the values displayed in the list (card number, requestor, payment status, etc.). Begin entering a search value to display matching results.
- If a transaction shows Cancelled or Rejected in the **Payment Status** column, a card number will not display in the **Card Number** column.

Reviewing Future Payments

Select **Future Payments** from the left-hand menu to view the status of scheduled payments that have not been processed. If you have approver level privileges, you can approve or reject payments on this page.

FUTURE PAYMENTS

Select Account * Select Customer *

88888 - CARD 88888 - CARD

Single Time Payments

Show 10 entries Search:

Payment Date	Vendor Name	Vendor Code	Location Code	Net Amount	Requester	Payment Status	Action
07/23/2014	SPICE	CDC333	CDC000	\$10.00	VENDORADMIN	Scheduled	Cancel
07/23/2014	YOGURT	YOGURT		\$990.00	QASUPER	Pending Approval	Approve / Reject / Cancel
07/23/2014	QUEEN8888	MAT3333	LOC0000	\$110.00	QASUPER	Scheduled	Cancel
07/24/2014	YOGURT	CDC000	JDD333	\$390.00	QASUPER	Scheduled	Cancel
07/31/2014	YOGURT	YOGURT		\$780.00	QASUPER	Pending Approval	Approve / Reject / Cancel
07/31/2014	YOGURT	CDC400	DCC999	\$2,600.00	QASUPER	Pending Approval	Approve / Reject / Cancel
07/31/2014	SPICE	SPICE		\$220.00	BOBJUSER05	Scheduled	Cancel
07/31/2014	SPICE	CDC600	CDD777	\$550.00	QASUPER	Pending Approval	Approve / Reject / Cancel
07/31/2014	SPICE	CDC444	JDC000	\$3,943.00	QASUPER	Pending Approval	Approve / Reject / Cancel
08/20/2014	YOGURT	YOGURT		\$8,930.00	QASUPER	Scheduled	Cancel

Showing 11 to 20 of 20 entries Previous 1 2 Next

Recurring Payments

Select **Recurring Payments** below **Single Time Payments** to expand a list of all your scheduled recurring payments.

Recurring Payments

Show 10 entries Search:

Next Payment Date	Vendor Name	Vendor Number	Location Code	Start Date	Frequency	Status	Action
07/22/2014	YOGURT	YOGURT		07/22/2014	Weekly	Scheduled	
07/29/2014	VCARD	JDD444	JDD000	07/29/2014	Weekly	Inactive	
07/29/2014	VCARD	CDC333	DCC400	07/29/2014	Weekly	Active	Cancel
07/29/2014	QUEEN8888	MAT3333	LOC0000	07/29/2014	Weekly	Inactive	
08/04/2014	YOGURT	YOGURT		08/04/2014	Monthly	Active	Cancel
08/05/2014	VCARD44	JDC333	JCC800	08/05/2014	Biweekly	Pending Approval	Approve / Reject / Cancel
08/07/2014	PROPANE	444		08/07/2014	Weekly	Inactive	
08/07/2014	CRAM	CRAM		08/07/2014	Monthly	Pending Approval	Approve / Reject / Cancel
08/07/2014	VCARD	88888		07/31/2014	Weekly	Active	Cancel
08/08/2014	YOGURT	YOGURT		08/01/2014	Weekly	Inactive	

Showing 1 to 10 of 19 entries Previous 1 2 Next

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The **Payment Status** column displays the current status of the payment (scheduled, pending approval, or active (if recurring)). If you want to stop a payment from processing, select **Cancel** in the **Action** column.

Payment Status	Action
Pending Approval	Cancel
Pending Approval	Cancel
Scheduled	Cancel

Enter your reason for cancellation and select **Cancel**. You should receive a confirmation message upon success and the payment will be removed from the list. An email will be generated and sent to the user that submitted the payment anytime you cancel or reject a payment.

COMMENTS ×

Reason for Cancelling

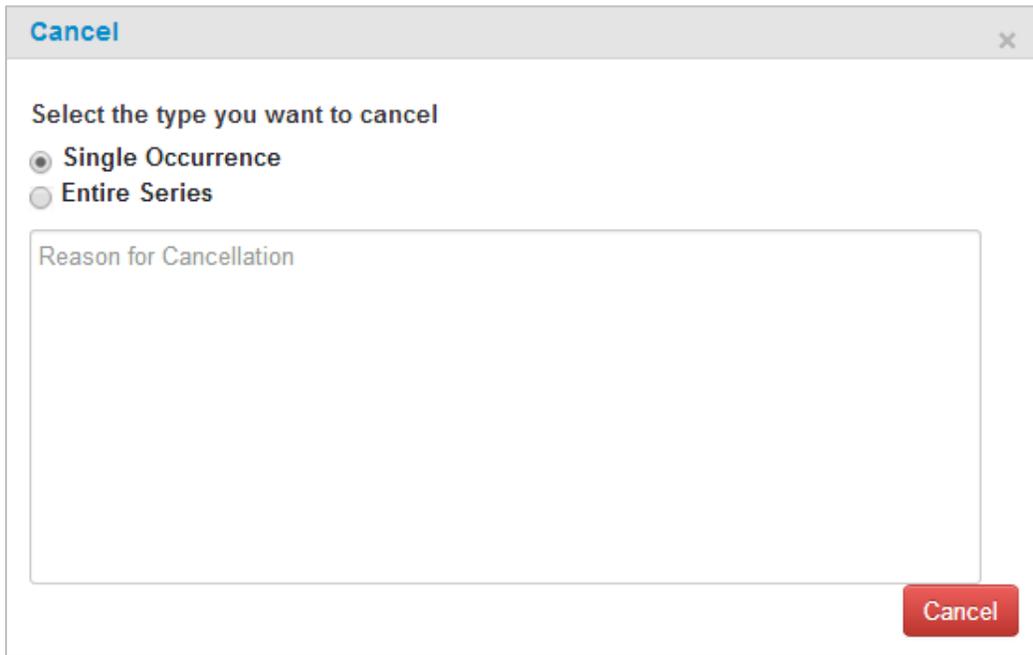
Cancel

If you are designated as responsible for approving payments, an **Approve** and **Reject** button display for those in **Pending Approval** status. Select **Approve** to move the payment to **Scheduled** status. Select **Reject** to deny approval. You will need to enter a rejection reason.

Payment Status	Action
Pending Approval	Approve / Reject / Cancel
Pending Approval	Approve / Reject / Cancel
Scheduled	Cancel

Caution: If you do not approve or reject a payment in **Pending Approval** status within 30 days of the time it is scheduled, it will automatically be cancelled and removed from the list.

To cancel or reject a recurring payment, specify if you want to cancel a single payment or the entire series. Then, enter your comments and select **Cancel**.



The screenshot shows a dialog box titled "Cancel" with a close button (X) in the top right corner. Below the title bar, the text "Select the type you want to cancel" is displayed. There are two radio button options: "Single Occurrence" (which is selected) and "Entire Series". Below these options is a large text input field with the placeholder text "Reason for Cancellation". At the bottom right of the dialog box is a red button labeled "Cancel".

Note: Cancelling or rejecting a payment removes it from this page, but you can still find the payment details on the Payment History page. Please be aware that this is a one-time function and cannot be resubmitted. Ensure that you are cancelling or rejecting the right payment.

Also note the difference between a cancelled transaction and a rejected transaction. Cancelled transactions are those that a user did not want to authorize. For example, if a user schedules a payment to the wrong vendor, they would come to this page and cancel the payment.

Rejected transactions are those that an Approval User rejects because the amount exceeds the authorized amount. Only Approval Users can reject a transaction.

Frequently Asked Questions

1. How do I set up my account for Virtual Payments Manager (VPM)?

If you already have an account set up for Comdata's virtual payments products, you should have immediate access to VPM. If not, contact your Comdata Customer Relations Representative.

2. How are payments sent to the vendor?

Payments are processed and sent to vendors every day at 5:00 pm CST, including weekends and holidays. For example, if you schedule a payment to occur on August 22, it will process that day at 5:00 pm. At this time, a remittance advice email will be sent to the vendors, containing all the information needed to process your payment (virtual card number, invoice being paid, net payment amount, etc.).

3. When can I schedule payments?

You can schedule payments at any time, day or night, to your discretion. Remember, payments will be processed and sent to vendors every day at 5:00 pm CST. If you schedule a payment for an invoice due on the same day, ensure you schedule it before 5:00 pm.

4. How does the remittance advice look?

Select the following link: [Remittance Advice](#). Remember, the remittance advice contains the full card number needed for the vendor to process the payment. A CTX 820 file is also attached to the email that allows the vendor to easily consume the payment information.

5. From which address will vendors receive remittance advices?

All remittances advices out of VPM are sent from vendorenrollment@comdata.com.

6. Is VPM free?

Yes, VPM comes at no additional cost to your company.

7. Are all internet browsers compatible with Virtual Payments Manager?

The same internet browsers that are compatible with ICD are compatible with VPM. See below:

- Mozilla Firefox
- Google Chrome
- Internet Explorer 9 and above

8. I am concerned about card acceptance fees. What can I do?

We understand how important it is to obtain the best interchange rates from credit card companies. Through our merchant services provider, Infintech, we can provide highly competitive rates as well as a trusted partner that specializes in B2B (business-to-business) payments. Infintech uses specialized technology to capture the lowest rates from card networks. Over the last two years, on average, Infintech has reduced Comdata customers' processing costs by as much as 30-40% or more.

Infintech will provide you a no obligation rate analysis comparing your current credit card service to our program. They will prepare a personalized cost savings report and contact you directly to review. If you would like more information, feel free to contact Infintech directly at 1-800-621-8931 and let them know you're with Comdata.

9. Who do I contact for more information?

Please contact your Comdata Customer Relations Representative for additional information or email vpm@comdata.com.

Field Definitions

Account Code. 5-digit alphanumeric code assigned to your account.

Approval Amount. Threshold amount that all payments cannot exceed for the selected account. Any payment exceeding this amount must be approved by the Approval User.

Approval User. Designated user responsible for approving payments above the specified Approval Amount.

Customer ID. The 5-digit customer ID associated with the virtual card.

Discount Amount. The amount of any discount applied to the gross cost.

Due Date. The due date to pay an invoice.

GL Account. The GL (general ledger) account associated with the invoice payment or other data.

Gross Amount. The amount of the invoice before any discounts or adjustments. This will be the same as the net amount if no discounts are applied.

Invoice Comments. Optional field for comments specific to the invoice. These comments will display on the remittance advice email.

Invoice Date. Date of the invoice in the MM/DD/YYYY (month/date/year) format.

Invoice Number. Full invoice number provided by the vendor for a specific payment. The invoice number displays in the remittance advice email.

Location Code. An optional field used for entering a unique sub-identifier you can use to distinguish multiple locations within the same vendor.

Net Amount. The final amount of an invoice and the amount aggregated in the virtual card. The total net amount should match the payment amount.

Notification Amount. Threshold amount that all payments should not exceed for the selected account. An email will be sent to the Notification User for any payment that exceeds this amount. However, the payment will still process on the day it is scheduled.

Notification User. Designated user responsible for receiving notification emails on payments above the specified Notification Amount.

Payment Date. The date the invoice was paid. This field does not match the creation date or when the remittance advice email is sent.

Payment Number. Any number you assign to a payment for identification purposes.

Payment Status. A column on the Payment History page. The values in this column represent the final status of a payment (Cancelled, Completed, or Rejected).

Purchase Order Number. This optional field may be used for a purchase order number or another value that may assist with identifying the invoice payment.

Remittance Advice. A Comdata email sent to a vendor that includes the invoices being paid, the amount of the payments, and the card information to process the payments.

Requester. A column on the Payment History and Future Payments page. The values in this column represent the user ID that initiated a payment.

Vendor Code. Unique identifier you can assign to the vendor.

Vendor Email. The vendor's email address that will receive the automated remittance advice when a payment is processed.

Vendor Name. Name of vendor being paid.

Virtual Card Invoice Number. This is an optional field that may be used for any discretionary data to help identify the invoice.

Tax ID. Tax identification number of the vendor being paid.

Email Samples

Rejected Transaction



Mon 8/4/2014 3:26 PM

advisory, payment

Transaction: \$7,818.00 for MIRIAM KING Rejected

To  Gore, Dan

Virtual credit card payment in the amount of \$7,818.00 has been rejected and no payment has been processed.

Rejected Reason : Transaction exceeds authorized amount.

Please click [here](#) to view transaction details.

Cancelled Transaction



Mon 8/4/2014 1:20 PM

advisory, payment

Transaction: \$1,230.00 for YOGURT Declined

To  Gore, Dan

Virtual credit card payment in the amount of \$1,230.00 has been rejected and no payment has been processed.

Rejected Reason : I did not mean to pay this particular Vendor.

Please click [here](#) to view transaction details.

Approval Required

 Fri 8/8/2014 11:25 AM
advisory, payment
Approval Required: Virtual Card Payments

To 

One or more virtual credit card payments have been created on behalf of COMDATA TEST by User Id: MALAI3. In order for these transactions to be processed, your approval is required. Please click this [link](#) to review and approve or decline these payments.

Transaction Amount Exceeds Authorized

 Fri 8/8/2014 11:25 AM
advisory, payment
Large Transaction Alert: Virtual Card Payments

To 

This is an automated alert notifying you that a virtual credit card payment has been requested on behalf of COMDATA TEST for an amount greater than or equal to \$500.00. See below for transaction details:

Payment Requested By: MALAI3
Vendor/Merchant Payee: PROPANE
Transaction Date: 08/08/2014
Payment Amount: \$3,027.00

Remittance Advice.

Electronic Payment Advisory from COMDATA TEST - ACTION REQUIRED

From: COMDATA TEST
 COMDATA TEST
 5301 MARYLAND WAY
 BRENTWOOD, TN 37027
 (615) 370-7000
 Fax: (615) 370-7675
JCAR@COMDATA.COM

To: SUPPLIER: DRAGON
 Payment #: 3231354

The invoice(s) listed below have been authorized by COMDATA TEST on 07/28/2014 to be charged to the following MasterCard number for the Total Net Amount Paid of \$8,935.00.

MASTERCARD#: ██████████ EXP: 07/2016 Security Code: ███

Invoice Date:	Invoice Number:	Gross Amount Paid:	Discount Amount:	Net Amount Paid:
07/07/2014	564111	\$9,029.00	\$94.00	\$8,935.00
Comments:				
Total Net Amount Paid:				\$8,935.00

Additional comments:

THIS IS A TEST DISREGARD THIS EMAIL TEST TEST TEST CARDHOLDER NAME:

A CTX 820 file version of the payment detail above is attached for your convenience. If your financial system is set up to receive CTX flat files, simply import the attached data instead of manually entering remittance information. Some field mapping may be required. For more details, [click here](#).

Please contact the Accounts Payable Department of COMDATA TEST at JCAR@COMDATA.COM or (615) 370-7000 if you have any questions regarding this payment.

